



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
Unit 21419
APO AE 09708

REPLY TO
ATTENTION OF

AERSH-EH (210)

80th ASG (NSSG) Policy # 012-01

8 JAN 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on Move-In Housing Allowance (MIHA) Implementation

1. The Per Diem Travel and Transportation Allowances Committee (PDTATAC) has determined that a one-time lump move-in housing allowance will be paid effective 1 Sep 90. MIHA is intended to reimburse fixed, one-time nonrefundable charges related to renting a dwelling.
2. Inbound SHAPE personnel will be briefed by the TLA clerk on MIHA entitlements. Personnel will register with the Housing Referral Office (HRO) for quarters. A signed lease and DD Form 2367, Individual Overseas Housing Allowance (OHA), will be submitted to the unit commander. The Housing Referral Officer will verify the statement that the applicant is entitled to the MIHA miscellaneous allowance. Personnel will provide the Benelux Finance Office with the signed document. Payment will be provided in one lump sum in time consistent with Finance pay schedules. In all cases, payment will be disbursed prior to move in.
3. In the Brussels area, it is the practice of some landlords to perform a check-in service and charge the occupant a fee for the service. This one-time, fee to the landlord may be claimed for reimbursement on DD 2556, Move-In Housing Allowance Claim Form, and supported by original receipts showing the amount paid by the customer. An explanation of non-routine payments allowed must be included with the DD Form 2556 to the Benelux Finance Office. Claims for non-routine payments will be approved by the Chief, Family Housing Branch, 80th Area Support Group (NSSG), and documented in writing for internal control purposes. Copies of all documents shall be retained in the customer's file for future references.
4. The proponent office of this policy is the Housing Division, 80th ASG (NSSG). Users are invited to send comments directly to Commander, 80th ASG (NSSG), Unit 21419, ATTN: AERSH-EH, APO AE 09708, or telephonically DSN 361-5104/5519.

TIMOTHY J. QUINN
COL, MI
Commanding

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